



## Wasting Expired or Otherwise Non-viable Vaccine in the North Dakota Immunization Information System (NDIIS)

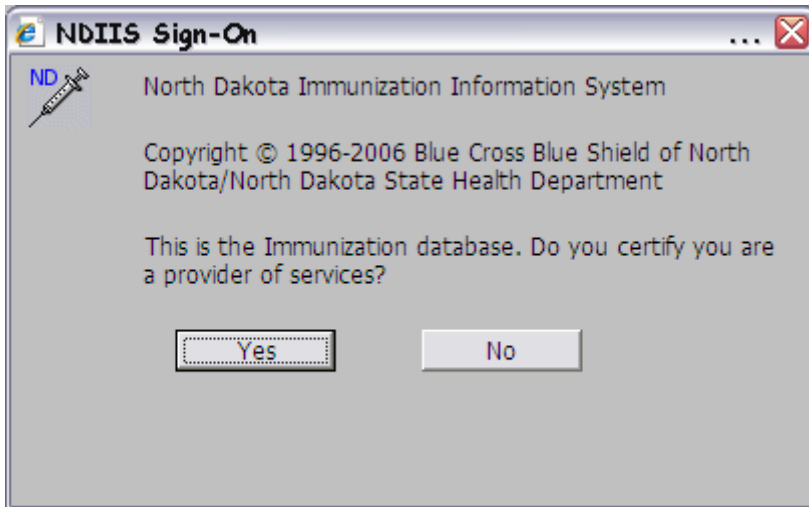
1. Log onto NDIIS by going to [www.thor.org/login](http://www.thor.org/login)

2. Use the username and password provided to you by Blue Cross Blue Shield of ND (BCBS).
  - To obtain a username and password visit [www.thor.org](http://www.thor.org) and click on "Register online"

3. Click NDIIS icon to enter NDIIS.



4. Click "Yes"



5. From the Client Search screen, click on Provider Search.

The screenshot shows the NDIIS Client/Provider Lookup interface. The 'Client Search' button is highlighted with a red circle. Below the search buttons, there are two search options: 'Basic Search' and 'Expanded Search'. The 'Basic Search' section has fields for 'Birth:', 'First:', and 'Last:'. The 'Expanded Search' section has fields for 'Patient Acct No.:', 'Social Security No.:', and a 'Search' button. Below the search options is a table with columns: Last Name, First Name, MI, Birth Date, Alias, Address, City, and State. The table is currently empty. At the bottom, there are buttons for 'New', 'Inquire', and 'Clear'. The status bar at the bottom shows 'Prov: 00001 User: ndsdh-53' and a dropdown menu set to '1 - N.D. DEPT OF HEALTH'.

6. This will bring up a list of providers.

The screenshot shows the NDIIS Client/Provider Lookup interface with the 'Provider Search' button selected. Below the search buttons, there is a table with columns: Number, Name, City, Provider Type, and Status. The table contains 13 rows of provider information. At the bottom, there are buttons for 'New', 'View', and 'Inactive'. The status bar at the bottom shows 'Prov: 00001 User: ndsdh-53' and a dropdown menu set to '1 - N.D. DEPT OF HEALTH'.

| Number | Name                        | City        | Provider Type | Status |
|--------|-----------------------------|-------------|---------------|--------|
| 1      | N.D. DEPT OF HEALTH         | BISMARCK    | OTHER PUBLIC  | Active |
| 2      | SWDHU ADAMS CO              | HETTINGER   | PUBLIC HEALTH | Active |
| 3      | CITY-COUNTY HEALTH DISTRICT | VALLEY CITY | PUBLIC HEALTH | Active |
| 4      | LRDHU BENSON CO             | MINNEWAUKAN | PUBLIC HEALTH | Active |
| 5      | SWDHU BILLINGS/GO VALLEY    | BEACH       | PUBLIC HEALTH | Active |
| 6      | FIRST DISTRICT - BOTTINEAU  | BOTTINEAU   | PUBLIC HEALTH | Active |
| 7      | SWDHU BOWMAN/SLOPE          | BOWMAN      | PUBLIC HEALTH | Active |
| 8      | FIRST DISTRICT - BURKE      | BOWBELLS    | PUBLIC HEALTH | Active |
| 9      | FIRST DISTRICT - WARD CO.   | KENMARE     | PUBLIC HEALTH | Active |
| 10     | BISMARCK-BURLEIGH PUB HLT   | BISMARCK    | PUBLIC HEALTH | Active |
| 11     | FARGO CASS PUBLIC HEALTH    | FARGO       | PUBLIC HEALTH | Active |
| 12     | CAVALIER CO HEALTH DIST.    | LANGDON     | PUBLIC HEALTH | Active |
| 13     | AVERA CLINIC                | ELLENDAL    | PRIVATE M.D.  | Active |

7. Scroll down using scroll bar on side of list.

https://www.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Internet ...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup

Client Search Provider Search

| Number | Name                    | City        | Provider Type | Status   |
|--------|-------------------------|-------------|---------------|----------|
| 4856   | SE MED CENTER - OAKES   | OAKES       | OTHER PRIVATE | Active   |
| 4857   | CROSBY CLINIC           | CROSBY      | OTHER PRIVATE | Active   |
| 4858   | LINTON MEDICAL CENTER   | LINTON      | OTHER PRIVATE | Active   |
| 4859   | GRAND FORKS FAM PRAC    | GRAND FORKS | OTHER PRIVATE | Inactive |
| 4860   | W RVR HLTH SERV - MOTT  | MOTT        | OTHER PRIVATE | Active   |
| 4861   | MERIT CARE CLC-GACKLE   | GACKLE      | OTHER PRIVATE | Inactive |
| 4862   | WISHEK CLINIC           | WISHEK      | OTHER PRIVATE | Active   |
| 4863   | GARRISON FAM CLINIC     | GARRISON    | OTHER PRIVATE | Active   |
| 4864   | MRT CARE CLC-WIMBLEDON  | WIMBLEDON   | OTHER PRIVATE | Inactive |
| 4866   | HAZEN CLINIC            | HAZEN       | OTHER PRIVATE | Active   |
| 4867   | COAL COUNTRY COMM CLINI | CENTER      | OTHER PRIVATE | Active   |
| 4868   | MCMC CLINIC             | STANLEY     | OTHER PRIVATE | Active   |
| 4869   | ALTRU CLINIC CAVALIER   | CAVALIER    | OTHER PRIVATE | Active   |

New View Inactive

Prov: 00001 User: ndsdh-53 1 - N.D. DEPT OF HEALTH

8. Highlight your provider number by clicking on it then enter it by clicking it again or clicking on view.

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ND North Dakota Immunization Information System

Client/Provider Lookup

Client Search Provider Search

| Number | Name                       | City        | Provider Type | Status |
|--------|----------------------------|-------------|---------------|--------|
| 1      | N.D. DEPT OF HEALTH        | BISMARCK    | OTHER PUBLIC  | Active |
| 2      | SWDHU ADAMS CO             | HETTINGER   | PUBLIC HEALTH | Active |
| 3      | CITY-COUNTY HEALTH DISTRIC | VALLEY CITY | PUBLIC HEALTH | Active |
| 4      | LRDHU BENSON CO            | MINNEWAUKAN | PUBLIC HEALTH | Active |
| 5      | SWDHU BILLINGS/GO VALLEY   | BEACH       | PUBLIC HEALTH | Active |
| 6      | FIRST DISTRICT - BOTTINEAU | BOTTINEAU   | PUBLIC HEALTH | Active |
| 7      | SWDHU BOWMAN/SLOPE         | BOWMAN      | PUBLIC HEALTH | Active |
| 8      | FIRST DISTRICT - BURKE     | BOWBELLS    | PUBLIC HEALTH | Active |
| 9      | FIRST DISTRICT - WARD CO.  | KENMARE     | PUBLIC HEALTH | Active |
| 10     | BISMARCK-BURLEIGH PUB HLT  | BISMARCK    | PUBLIC HEALTH | Active |
| 11     | FARGO CASS PUBLIC HEALTH   | FARGO       | PUBLIC HEALTH | Active |
| 12     | CAVALIER CO HEALTH DIST.   | LANGDON     | PUBLIC HEALTH | Active |
| 13     | AVERA CLINIC               | ELLEDALE    | PRIVATE M.D.  | Active |

New View Inactive

Prov: 00001 User: ndsdh-53 1 - N.D. DEPT OF HEALTH

9. This brings up the Provider Information. Click on Lot Distribution.

The screenshot shows the NDIIS web interface. At the top, the browser address bar displays 'https://www.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Internet ...'. The page title is 'North Dakota Immunization Information System'. Below the title, there is a 'Client/Provider Lookup' section with a dropdown menu showing 'N.D. DEPT OF HEALTH'. A row of icons is visible below this section. The main navigation area contains three buttons: 'Provider Information' (highlighted in blue), 'Comments', and 'Lot Distribution' (circled in red). Below these buttons, the 'Name' field is set to '1 - N.D. DEPT OF HEALTH' and the 'Number' field is '00001'. The 'Address Information' section includes fields for 'Mailing Address' (DIVISION OF DISEASE CONTROL, 600 EAST BOULEVARD AVE), 'City' (BISMARCK), 'St' (NORTH DAKOTA), and 'Zip' (58505). The 'Contact Information' section shows 'Business Phone' as (701) 328-3386 and 'Vaccine Contact' as IMMUNIZATION PROGRAM with phone (701) 328-3386.

10. This screen will list all the vaccine in your inventory.

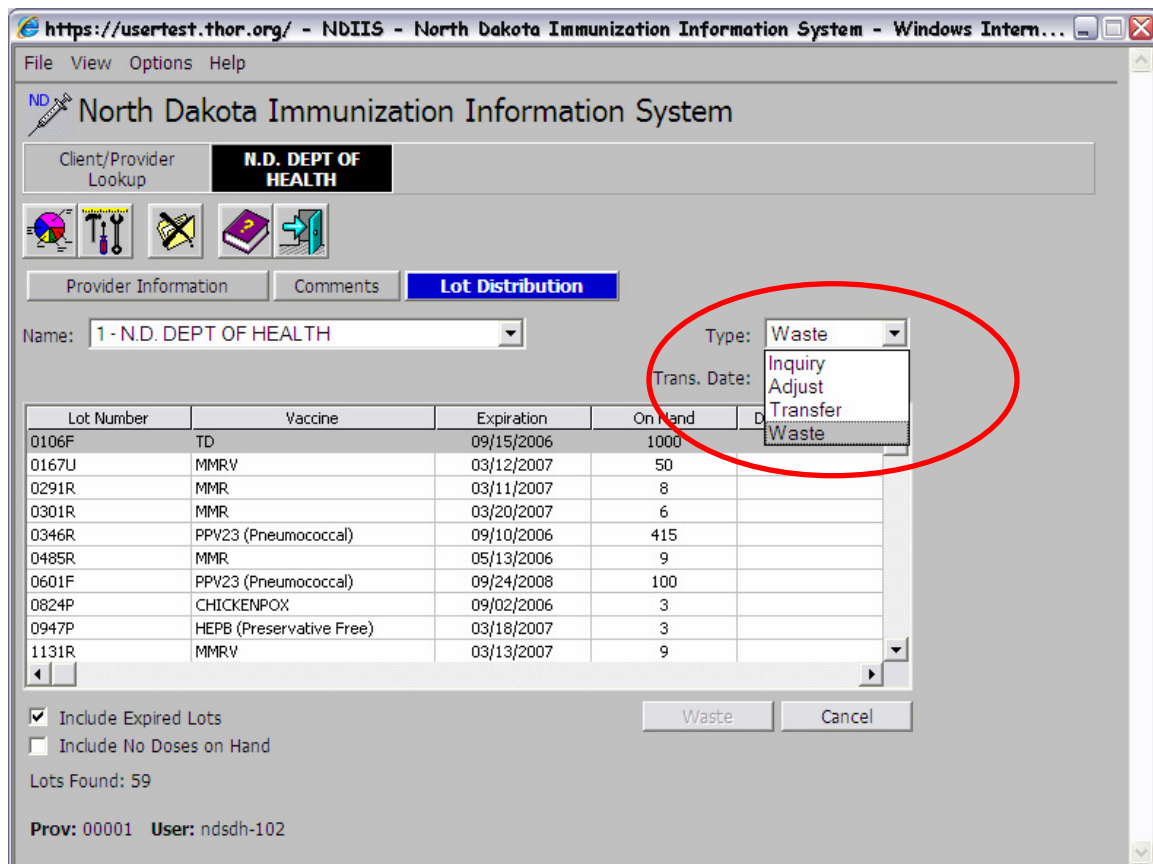
- If the vaccine is expired, click on the box beside Include Expired Lots.

The screenshot shows the 'Lot Distribution' screen in the NDIIS. The browser address bar displays 'https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...'. The page title is 'North Dakota Immunization Information System'. Below the title, the 'Client/Provider Lookup' section shows 'N.D. DEPT OF HEALTH'. The main navigation area has three buttons: 'Provider Information', 'Comments', and 'Lot Distribution' (highlighted in blue). Below these buttons, the 'Name' dropdown is set to '1 - N.D. DEPT OF HEALTH' and the 'Type' dropdown is set to 'Inquiry'. A table lists vaccine inventory with columns: Lot Number, Vaccine, Expiration, and On Hand. Below the table, the 'Include Expired Lots' checkbox is checked and circled in red, and the 'Include No Doses on Hand' checkbox is unchecked. Below these checkboxes, it says 'Lots Found: 59'. At the bottom, it shows 'Prov: 00001' and 'User: ndsdh-102'.

| Lot Number | Vaccine                  | Expiration | On Hand |
|------------|--------------------------|------------|---------|
| 0106F      | TD                       | 09/15/2006 | 1000    |
| 0167U      | MMRV                     | 03/12/2007 | 50      |
| 0291R      | MMR                      | 03/11/2007 | 8       |
| 0301R      | MMR                      | 03/20/2007 | 6       |
| 0346R      | PPV23 (Pneumococcal)     | 09/10/2006 | 415     |
| 0485R      | MMR                      | 05/13/2006 | 9       |
| 0601F      | PPV23 (Pneumococcal)     | 09/24/2008 | 100     |
| 0824P      | CHICKENPOX               | 09/02/2006 | 3       |
| 0947P      | HEPB (Preservative Free) | 03/18/2007 | 3       |
| 1131R      | MMRV                     | 03/13/2007 | 9       |



11. Choose Transfer in the Type drop-down menu.



https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup N.D. DEPT OF HEALTH

Provider Information Comments **Lot Distribution**

Name: 1 - N.D. DEPT OF HEALTH

Type: Waste  
Trans. Date: 03/13/2007

| Lot Number | Vaccine                  | Expiration | On Hand | Doses to Waste |
|------------|--------------------------|------------|---------|----------------|
| 0106F      | TD                       | 09/15/2006 | 1000    |                |
| 0167U      | MMRV                     | 03/12/2007 | 50      |                |
| 0291R      | MMR                      | 03/11/2007 | 8       |                |
| 0301R      | MMR                      | 03/20/2007 | 6       |                |
| 0346R      | PPV23 (Pneumococcal)     | 09/10/2006 | 415     |                |
| 0485R      | MMR                      | 05/13/2006 | 9       |                |
| 0601F      | PPV23 (Pneumococcal)     | 09/24/2008 | 100     |                |
| 0824P      | CHICKENPOX               | 09/02/2006 | 3       |                |
| 0947P      | HEPB (Preservative Free) | 03/18/2007 | 3       |                |
| 1131R      | MMRV                     | 03/13/2007 | 9       |                |

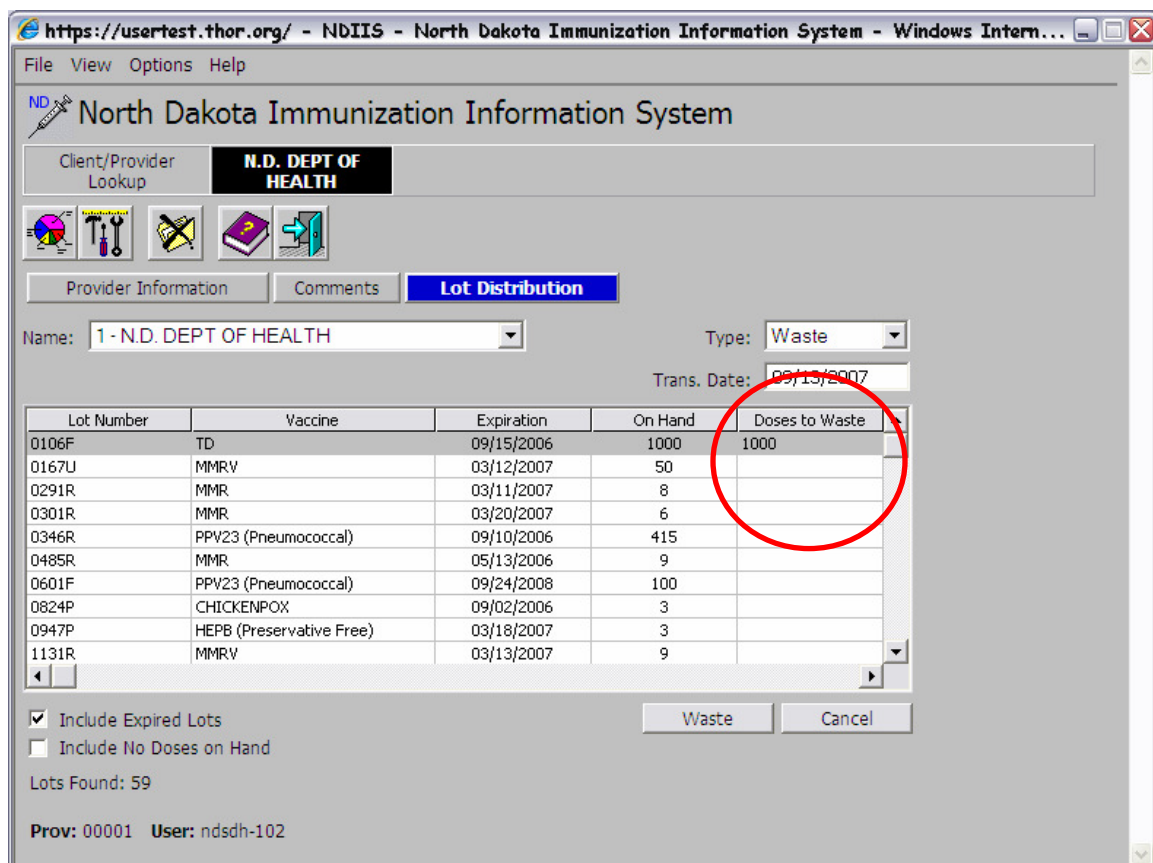
☒ Include Expired Lots  
☐ Include No Doses on Hand

Waste Cancel

Lots Found: 59

Prov: 00001 User: ndsdh-102

12. Enter the number of doses you are wasting in the Doses to Transfer column.



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File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup N.D. DEPT OF HEALTH

Provider Information Comments **Lot Distribution**

Name: 1 - N.D. DEPT OF HEALTH

Type: Waste  
Trans. Date: 03/13/2007

| Lot Number | Vaccine                  | Expiration | On Hand | Doses to Waste |
|------------|--------------------------|------------|---------|----------------|
| 0106F      | TD                       | 09/15/2006 | 1000    | 1000           |
| 0167U      | MMRV                     | 03/12/2007 | 50      |                |
| 0291R      | MMR                      | 03/11/2007 | 8       |                |
| 0301R      | MMR                      | 03/20/2007 | 6       |                |
| 0346R      | PPV23 (Pneumococcal)     | 09/10/2006 | 415     |                |
| 0485R      | MMR                      | 05/13/2006 | 9       |                |
| 0601F      | PPV23 (Pneumococcal)     | 09/24/2008 | 100     |                |
| 0824P      | CHICKENPOX               | 09/02/2006 | 3       |                |
| 0947P      | HEPB (Preservative Free) | 03/18/2007 | 3       |                |
| 1131R      | MMRV                     | 03/13/2007 | 9       |                |

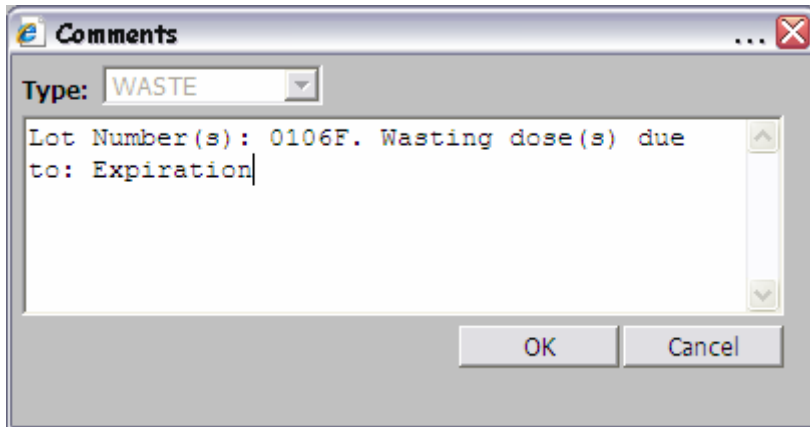
☒ Include Expired Lots  
☐ Include No Doses on Hand

Waste Cancel

Lots Found: 59

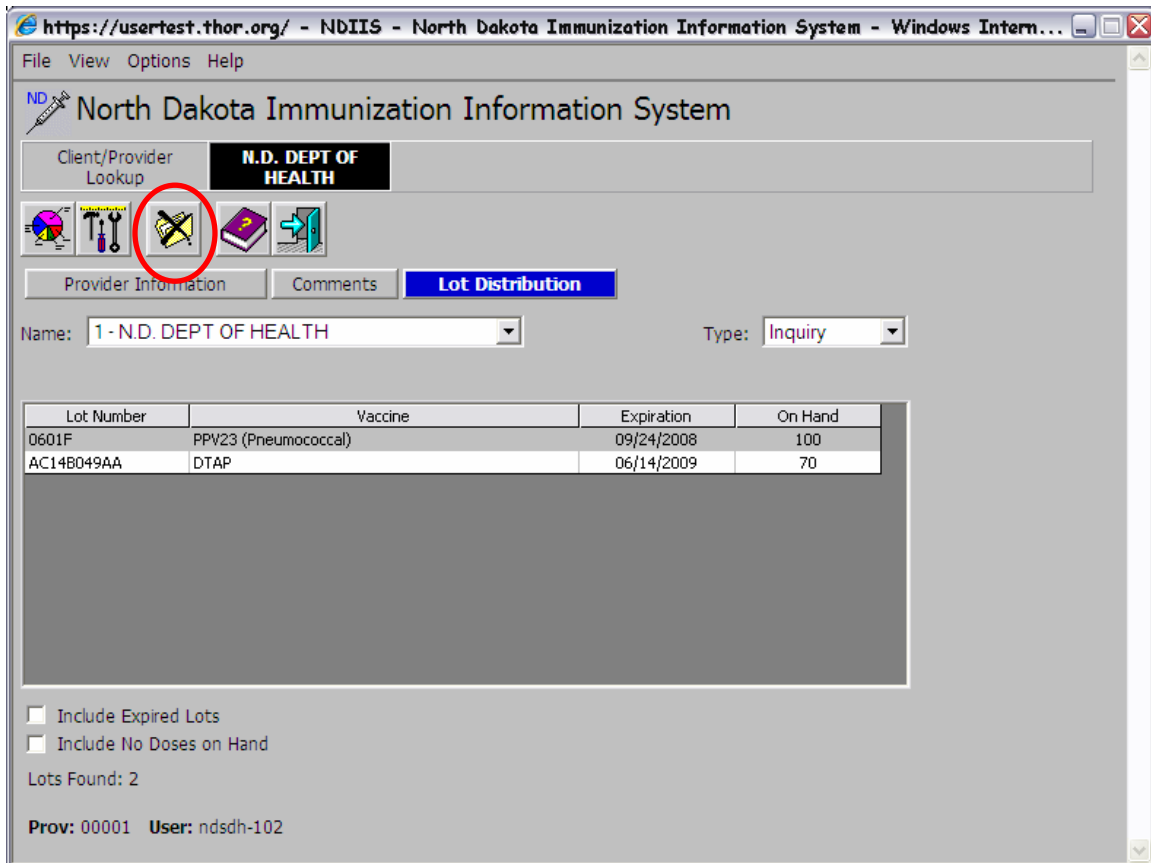
Prov: 00001 User: ndsdh-102

13. A comment box will pop-up. Enter the reason that you wasted vaccine. Be specific so that inventory changes can be tracked. Then click OK.



A dialog box titled "Comments" with a close button in the top right corner. It contains a "Type:" dropdown menu set to "WASTE". Below it is a text area with the text "Lot Number(s): 0106F. Wasting dose(s) due to: Expiration". At the bottom are "OK" and "Cancel" buttons.

14. Click on Close icon to exit inventory.



A screenshot of the North Dakota Immunization Information System web application. The browser address bar shows "https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...". The page has a menu bar with "File", "View", "Options", and "Help". Below the menu bar is a header with the "ND" logo and "North Dakota Immunization Information System". A "Client/Provider Lookup" section shows "N.D. DEPT OF HEALTH". A row of icons is visible, with the "Close" icon (a yellow square with a black 'X') circled in red. Below the icons are buttons for "Provider Information", "Comments", and "Lot Distribution". A "Name:" dropdown is set to "1 - N.D. DEPT OF HEALTH" and a "Type:" dropdown is set to "Inquiry". A table displays vaccine inventory:

| Lot Number | Vaccine              | Expiration | On Hand |
|------------|----------------------|------------|---------|
| 0601F      | PPV23 (Pneumococcal) | 09/24/2008 | 100     |
| AC14B049AA | DTAP                 | 06/14/2009 | 70      |

Below the table are two checkboxes: "Include Expired Lots" and "Include No Doses on Hand". The text "Lots Found: 2" is displayed. At the bottom, it shows "Prov: 00001" and "User: ndsdh-102".





15. Click on Client Search to return to normal use.

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# North Dakota Immunization Information System

**Client/Provider Lookup**

**Client Search** **Provider Search**

| Number | Name                       | City        | Provider Type | Status |
|--------|----------------------------|-------------|---------------|--------|
| 1      | N.D. DEPT OF HEALTH        | BISMARCK    | OTHER PUBLIC  | Active |
| 2      | SWDHU ADAMS CO             | HETTINGER   | PUBLIC HEALTH | Active |
| 3      | CITY-COUNTY HEALTH DISTRIC | VALLEY CITY | PUBLIC HEALTH | Active |
| 4      | LRDHU BENSON CO            | MINNEWAUKAN | PUBLIC HEALTH | Active |
| 5      | SWDHU BILLINGS/GO VALLEY   | BEACH       | PUBLIC HEALTH | Active |
| 6      | FIRST DISTRICT - BOTTINEAU | BOTTINEAU   | PUBLIC HEALTH | Active |
| 7      | SWDHU BOWMAN/SLOPE         | BOWMAN      | PUBLIC HEALTH | Active |
| 8      | FIRST DISTRICT - BURKE     | BOWBELLS    | PUBLIC HEALTH | Active |
| 9      | FIRST DISTRICT - WARD CO.  | KENMARE     | PUBLIC HEALTH | Active |
| 10     | BISMARCK-BURLEIGH PUB HLT  | BISMARCK    | PUBLIC HEALTH | Active |
| 11     | FARGO CASS PUBLIC HEALTH   | FARGO       | PUBLIC HEALTH | Active |
| 12     | CAVALIER CO HEALTH DIST.   | LANGDON     | PUBLIC HEALTH | Active |
| 13     | AVERA CLINIC               | ELLENDAL    | PRIVATE M.D.  | Active |

New View Inactive

Prov: 00001 User: ndsdh-102

1 - N.D. DEPT OF HEALTH